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Civil Engineering

WING FACILITIES BOARD



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This instruction implements Air Force Policy Directive (AFPD) 32-10, Installations and Facilities. This instruction extends the guidance of Air Force Instruction (AFI) 32-1012 Reserve Component and Facility Programs. This instruction provides guidance and procedures for formation and conduct of a wing Facilities Board (FB). This applies to all 433 Airlift Wing (AW) units. To ensure a full understanding of the process, users of this instruction should also be familiar with other AFI 32-series (Civil Engineering) publications shown as reference in the following paragraphs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT 847), Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command. OPR has determined that no waivers may be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

1. Facilities Board Concept. The 433 Airlift Wing (AW) FB provides corporate review and validation of Civil Engineering actives, to include construction of new facilities, renovation of existing facilities, and use of real property (land and facilities) for the 433 AW. The 433 AW FB annually prioritizes projects for the Real Property Maintenance by Contract (RPMC), Military Construction (MILCON), Energy (Energy Conservation Investment Program and Federal Energy Management Program), Medical, Environmental, and Non-appropriated Funds (NAF) construction on programs for the 433 AW.

1.1. Priorities. These priorities will then be provided to host wing for inclusion and consideration at the Installation Facilities Board.

2. Board Membership. The 433d Airlift Wing Commanders (AW/CC) is the chairperson of the 433 AW FB. The commander has the over-arching vision for the wing and provides a non-biased chair for the FB. Membership on the FB is comprised of the 433 AW/CC and each 433 AW Group Commander.

The 433d Mission Support Group Commander (MSG/CC) will provide a recorder to publish the minutes of FB meetings.

3. Board Responsibilities. The FB will meet as required (normally each quarter) to decide on any pending facility and real property use and development issues. The chairperson can establish a working group(s) to help the board as deemed necessary. As a minimum, the following real property management items must be presented for board action and approval.

3.1. Board must: Review, validate, and prioritize a balanced three year RPMC program (current Fiscal Year (FY), FY+ 1, FY+2). The FB must ensure that the annual RPMC program over the current FY, FY+1, and FY+2 is compatible with fiscal budgets. The goal is to execute project design FY+1 projects, and plan/program FY+2 projects in the current FY. Ensure all projects are in accordance with Installation General Plans and Comprehensive Planning Framework prescribed in AFI 32-7062, *Air Force Comprehensive Planning*.

3.1.1. Review, validate, and prioritize the MILCON program as described in AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*. Ensure all projects are in accordance with Installation General Plans and Comprehensive Planning Framework prescribed in AFI 32-7062.

3.2. Manage the use of existing real property. Under Executive Order 12411, *Government Work Space Management Reforms*, installation commanders must see that real property facilities are efficiently used. This includes identifying and correcting deficiencies, keeping records of facility use and facility requirements, performing management analysis when deficiencies are identified, and deactivating and disposing of excess facilities. Reference AFI 32-9002, *Use of Real Property Facilities*.

3.2.1. Review, validate, and prioritize all requests for occupancy, change in utilization, conversions, and redesignation of all 433 AW facilities. The FB also approves, disapproves, and prioritizes all requests for adjustment of floor space and long-range plans for buildings. Reference AFI 32-9001, *Acquisition of Real Property*, and 433 AWI 32-9001, *Use of Real Property Facilities*.

3.3. 433 AW Facility Utilization Working Group (FUWG).

3.3.1. The purpose of the FUWG is to provide staff resources to review and analyze all requests for FB action, and make recommendations to the FB for consideration.

3.3.2. The 433 MSG/CC is responsible for appointing a chairperson and three to five members to the FUWG. Members should be volunteers and can be appointed from any organization within the 433 AW. Members should be prepared to serve for a minimum of two years. When considering membership on the FUWG, members should have sufficient rank and experience to thoroughly analyze and consider facility space requests and make recommendations for the FB that best represent the 433 AW corporate interests. Because the FB has final decision making authority, it is not necessary for every 433 AW Group to be represented on the FUWG. The FUWG will normally meet once each month, and more often as required.

4. Duties:

4.1. 433 AW/CC. Chairs 433 AW Facility Board. Final decision making authority regarding all facility and project issues.

4.2. 433 AW Group Commanders. Serve as voting members of the 433 AW Facility Board. Consider all agenda items and recommend approval/disapproval. Support the 433 AW Facility

Utilization Working Group by providing personnel to participate, as requested by the 433d Mission Support Group Commander (MSG/CC) (reference paragraphs 3.4.2. and 4.3).

4.3. Directors, heads of staff offices, and commanders. Appoint building managers and manage real property in accordance with 433 AW Instruction 32-9001. Prepare requests for RPMC and MILCON projects and requests for facility space for consideration by the 433 AW Facility Board.

4.4. 433 MSG/CC. Organize and prepare agendas for the 433 AW Facility Board. Oversee operation of and appointment of members to the 433d AW Facility Utilization Working Group.

4.5. 433d Civil Engineer Squadron Commander (CES/CC). Coordinate activities of 433 AW building managers as relates to the 433 AW facility utilization process. Receive all AF IMT 332, *Base Civil Engineer Work Request*, for RPMC and work with building managers to gather and collect facility usage data, requests for facility space and other information needed to execute the program described in this Instruction.

5. Procedures:

5.1. Required documentation. When a director, head of staff office, or commander determines that a FB action is necessary as prescribed in this Instruction, they shall prepare the completed documentation, indicated in Table 1, in support of their request:

Table 1. Required Documents

(A) Staff Summary Sheet requesting action to be considered by the FB
(B) AF IMT 332, <i>Base Civil Engineering Work Request</i>
(C) AF IMT 813, <i>Request for Environmental Impact Analysis</i>
(D) Documentation showing requested actions, to include exact location and square footage of request (narrative with simple sketch – may be documented on AF IMT 332 in many cases)
(E) Space authorized for the activity (refer to AFI 32-1024, <i>Standard Facility Requirements and AFRCH 32-1001, Standard Facility Requirement</i>)
(F) Justification if request exceeds allowable standards
(G) Existing activity manpower, projected activity manpower
(H) Mission changes (include timeline, scope, and impact); etc.

5.2. Exception. Items (A) through (D) shall be completed for all requests for FB consideration as described in this Instruction, except requests for routine maintenance, which do not require FB action or approval. Items (E) through (H) shall also be completed for actions involving changes in facility space, occupancy, utilization, conversion and/or re-designation of facilities.

5.3. Building Manager. Once the documentation has been completed, the building manager shall submit the request to the 433 CES/CC, who will consolidate and provide all requests to the FUWG. The FUWG will review and analyze all requests, and prepare recommendations for consideration by the FB.

5.4. Prescribed and Adopted Forms

AF IMT 332, Base Civil Engineer Work Request

AF IMT 813, Request for Environmental Impact Analysis

AF IMT 847, Recommendation for Change of Publication

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COMMANDER

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 27 March 1993
AFRCH 32-1001, *Standard Facility Requirement*, 7 April 2004
AFI32-1012, *Reserve Component and Facility Programs*, 22 July 2004
AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, 24 January 2003
AFI 32-1024, *Standard Facility Requirements*, 31 May 1994
AFI 32-7062, *Air Force Comprehensive Planning*, 1 October 1997
AFI 32-9001, *Acquisition of Real Property*, 27 July 994
AFI 32-9002, *Use of Real Property Facilities*, 27 July 1994
AFMAN 33-363, *Management of Records*, 1 March 2008
AWI 32-9001, *Use of Real Property Facilities*
EO12411, *Government Work Space Management Reforms*, 29 March 1983

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRCH—Air Force Reserve Command Handbook
AW—Airlift Wing
CC—Commander
CD—Deputy Commander
EO—Executive Order
FB—Facilities Board
FUWG—Facility Utilization Working Group
FY—Fiscal Year
MILCON—Military Construction
MSG—Mission Support Group
NAF—Non-appropriated Funds
OPR—Office of Primary Responsibility
RDS—Air Force Records Disposition Schedule
RPMC—Real Property Maintenance by Contract